2005011 0501105	TO ADMINISTRATION	DEPARTMENT OR AGENCY	
	ES ADMINISTRATION d For Release 2001/08/09	CIA-RTIP78-05538A000 BUREAU, OFFICE ON FERVICE	e Agency 100070025-7
REPORT OF ELECTR ALTYPEWRITERS		BUREAU, OFFICE ON BERVICE	
IN	USE	DDA/Comptroller	
See reverse for instructions		ORGANIZATIONAL UNIT (Nems and location of unit having physical custody of machina)	
LOCATED (Check one) AA IN		Fiscal Division	
	TSIDE UNITED STATES	Travel Branch	
L	NTED	APPROPRIATION TITLE	
	VERNMENT-OWNED SED IN POOL	+	•
· ·	SED OUTSIDE POOL		
TYPE OF MACHINE		1 .	
IBM	-	_	
MAKE (Name of manufacturar) 		
IBM Electrical Type		AVERAGE NUMBER OF HOURS US	ED PER WORK
CPisten 19 H INCLUDED DAY DURING PAST		DAY DURING PAST YEAR (If F	eport covers
in inchesser.#11-062025	IN THIS One	mechines in a pool, enter used per dey for ell machi	nss)
COST <i>(Tf</i> report pertai	ns to Government-owned ma	mchines)	s 350.00
			\$
ANNUAL RENTAL (If report pertains to rental machines)			AVERAGE NUMBER OF HOU
TYPE OF WORK (Enter time used for each of the following types)			USED PER WORK DAY
(Enter time used for each of the following types)		DURING PAST YEAR	
A. CONTINUOUS FORMS OR INVOICE PREPARATION			2 hours
A. CONTINUOUS FORMS OR INVOICE PREPARATION			
B. STENCIL OR REPRODUC	TION WORK		
C. MULTIPLE COPIES (10	OR MORE 3	•	
D. STATISTICAL OR TABU	<u> L Ar</u>		
E. COPY OVER 15" IN WI	ртн		
			2 hours
F. CORRESPONDENCE			Z HOULD
G. OTHER (Specify)			
н.			
1.			
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J.			
у. К.			
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K.	TITLE	Fiscal Division: CIA-RDP78-05538A000	DATE PREPARED 8 Oct. 1953

Approved For Release 2001/08/09 : CIA-RDP78-05538A000100070025-7

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SHOITSURTE METAL TENDERS

Electrical typewriters include all electrically-operated machines (except bookkeeping and billing machines) which have the general appearance of typewriters, are used for producing printed characters as a substitute for writing, and have a keyboard, depression of keys serving to impress a type upon the paper through the medium of an inked or carbon ; ribbon. Examples are vari-typers, hectowriters, proportional spacing machines, etc. (See Comptroller General's decision B-78978 of September 2, 1948.) NEW 11-0 275

00.00 Separate reports will be submitted for each machine except when machines are assigned to a typing pool and are all used for substantially the same types of work. In these cases a report will cover all machines of the same type, make and carriage length, except, that separate reports must be submitted for (a) rented machines and (b) Government-owned machines.

(,) cord Machines located in Continental U.S. will be reported separately from those located in Territories, Possessions and Foreign Countries.

If report pertains to rented machines, show appropriation chargeable.

· If report pertains to Government-owned machines, show the appropriation or other budget identification of the program for which the machine is used.

The possibility that the work done by a machine during any given period of time may fall within more than one of the type of work categories listed is recognized. In such case, the average hours of work should be entered opposite the type of work which is considered most important. The hours of such work should not be entered opposite any other type of work category. The total of the entries on lines A through L shall equal but not exceed the number of hours shown as the "Average Number of Hours Used Per Work Day During Past Year."

The amounts shown will be actual costs, or appraised value (preferably at date of acquisition) if actual cost is not reasonably ascertainable. Costs will be reported to the nearest dollar.